

FORM FOR REPORTING INCIDENTS AND OH&S ISSUES

This form should be used in reporting incidents/accidents that occur during TOCACT Club activities¹ and lodged with the Safety Officer.

1. Describe details of incident, accident or issue (attach further details as appropriate)

2. Describe details of any injuries

3. List immediate actions taken in response to the incident including action taken to address any injuries.

4. Identify the following in relation to the incident

Location	(eg meeting premises, club excursion, home workshop, etc)
Date/time	
Witnesses	

To help the club avoid future incidents of this nature it would be useful to provide your thoughts on the following.

5. Identify possible issues/risks that may have contributed to this incident.

6. Suggest possible future actions that could be taken to help prevent the risk of future incidents/accidents of this nature.

7. Person(s) completing the incident report

Name(s)	Date

¹ Examples of Club activities can include meetings, excursions, tasks undertaken for the club in own workshop, public demonstrations or displays.